



**Position Title:** Part-Time Clerk – School of Justice  
**Job Code:** 8300  
**Reports To:** Supervisor

**Grade:** C1  
**FLSA:** Non-exempt

**Job Description:**

The Part-Time Classified Clerk performs clerical and administrative support work.

**Duties & Responsibilities:**

- Types correspondence and reports for the Private Sector Training Department
- Answers telephones, provides information about course content and explains license requirements
- Obtains classroom assignments for new classes
- Prepares classroom materials for all classes and distributes appropriate material to individual instructors at the appropriate campuses
- Contacts prospective students to assist them in enrollment for in-service courses
- Prepares exam materials for all PSAV courses and
- Grades examinations and records grades
- Prepares and processes all necessary forms including MDC "A" forms, Division of Licensing forms, and other related documents
- Creates certificates of completion using Print Shop
- Creates and maintains course files for audit by Division of Licensing enforcement officers
- Provides administrative liaison with other departments within the SOJ
- Creates and maintains office files, inventory of office supplies
- Assists with the coordination of special events and prepares brochures to market courses
- Assists with communication to faculty, including the sending of emails when proposals are received, maintains faculty files and maintains calendar for faculty and staff
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Minimum of a high school diploma and one year college required and minimum three (3) years experience in clerical work
- Associates degree in Criminal Justice Administration preferred
- Proficiency in Micro Soft office; Access, Excel, PowerPoint, Word
- Must be able to communicate effectively
- Minimum typing of 40 wpm

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name